

# FLOODPLAIN ADMINISTRATOR PERMIT REVIEW CHECK LIST

TO BE COMPLETED BY LOCAL FLOODPLAIN ADMINISTRATOR

*THIS FORM WILL GUIDE YOU THROUGH THE STEPS NEEDED  
TO COMPLETE THE PERMIT PROCESS*

Applicant's name: \_\_\_\_\_ Application # \_\_\_\_\_

Project Location:

Name of stream/water body at location of activity \_\_\_\_\_

Location \_\_\_\_ 1/4 \_\_\_\_ 1/4 \_\_\_\_ 1/4 Section \_\_\_\_ Township \_\_\_\_ Range \_\_\_\_

The proposed development is in \_\_\_\_ Floodway \_\_\_\_ Floodway Fringe \_\_\_\_ Floodplain with no elevations

The base flood elevation at the project site is \_\_\_\_\_

## **PART A CHECKLIST FOR APPLICATION**

- 1.\_\_\_\_ Plans in duplicate drawn to scale (including dimensions) showing the nature, location, and elevation of the lot: existing and proposed structure locations; fill, storage, or materials site; flood-proofing measures; mean sea level elevation of lowest floor including basement or crawl space of proposed structures; location of the channel.
- 2.\_\_\_\_ A plan view of the proposed development indicating external dimensions of structures, street or road finished grade elevations, well locations, individual sewage treatment and disposal sites, excavation and/or fill quantity estimates, and site plan and/or construction plans.
- 3.\_\_\_\_ Specifications for flood-proofing, filling, excavating, grading, riprapping, storage of materials, and location of utilities.
- 4.\_\_\_\_ A professional engineer's or registered architect's design calculations and certification that the proposed activity has been designed to be in compliance with these regulations.
- 5.\_\_\_\_ (Date) Complete application was received. Documentation of additional information required.
- 6.\_\_\_\_ A notice containing the facts pertinent to the application has been prepared and published at least once in a newspaper of general circulation in the area.
- 7.\_\_\_\_ Notice has been sent by first class mail to adjacent property owners providing a reasonable period of time for comments to be submitted. (15 days).
- 8.\_\_\_\_ Notice has been sent to DNRC Floodplain Management Section.

## **PART B REVIEW OF APPLICATION**

According to floodplain regulations, several criteria must be considered in deciding whether or not a permit is issued. They are listed below for your convenience.

- \_\_\_\_ a. Proposed project meets minimum floodplain development criteria as outlined in the floodplain management ordinance.
- \_\_\_\_ b. The danger to life and property due to increased flood heights, increased flood water

velocities or alterations in the pattern or flow caused by encroachments.

- \_\_\_\_\_ c. The proposed water supply and sanitation systems, if any, and the ability of these systems to prevent disease, contamination and unsanitary conditions.
- \_\_\_\_\_ d. The susceptibility of the proposed facility and its contents to flood damage and the effects of such damage on the individual owner.
- \_\_\_\_\_ e. The likelihood that the structure or building will be threatened due to its proximity to the stream or potential lateral movement of the stream.
- \_\_\_\_\_ f. The importance of the services provided by the facility to the community.
- \_\_\_\_\_ g. The requirement of the facility for waterfront location.
- \_\_\_\_\_ h. The availability of alternative locations not subject to flooding for the proposed use.
- \_\_\_\_\_ i. The compatibility of the proposed use with existing development and anticipated development in the foreseeable future.
- \_\_\_\_\_ j. The relationship of the proposed use to the floodplain management program for the area.
- \_\_\_\_\_ k. The safety of access to property in times of flooding for ordinary and emergency services.
- \_\_\_\_\_ l. Effect of the project on other properties.
- \_\_\_\_\_ m. The effects on water rights.
- \_\_\_\_\_ n. The cumulative effect of the proposed project along with other existing projects.
- \_\_\_\_\_ o. Make sure all factors are in harmony with the local floodplain ordinance and the purposes of the Montana Floodplain and Floodway Management Act, and the National Flood Insurance Program.
- \_\_\_\_\_ p. The construction will not cause undue constriction on the channel or increase to BFE.
- \_\_\_\_\_ q. The material on grade on watercourse banks will not cause erosion.

Once the application has been reviewed and the above criteria have been considered, the application should be approved, approved with conditions, or denied within 60 days of receipt of completed application.

**IF PERMIT IS DENIED:**

- \_\_\_\_\_ Letter of explanation has been provided to the applicant stating reasons for denial.
- \_\_\_\_\_ Applicant has been notified of the following options:
- \_\_\_\_\_ Proposed development may be redesigned to meet required floodplain standards.
- \_\_\_\_\_ Applicant may appeal the administrator's decision to the local governing body.
- \_\_\_\_\_ If you feel the ordinance places an undue hardship on your property, you may request a variance to the ordinance.

**IF PERMIT IS ISSUED:**

- ☐ Permit is issued with list of conditions included or attached.
- ☐ For residential/commercial structures, a completed Elevation Certificate has been received.
- ☐ The completed project has been inspected for compliance. Date \_\_\_\_\_
- ☐ A complete set of documents pertaining to this development attached to the permit and on file.
- ☐ A copy of the permit has been submitted to the DNRC in Helena.

DRAFT